# Texas Department of Agriculture

# Event Grants

# Procedures

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| **Purpose** | This document provides procedures and guidelines to Texas Department of Agriculture (TDA) staff responsible for administering the Event Grants (Program). This Program was created to partner with these events through grants to increase awareness for both the GO TEXAN Program and the individual GO TEXAN businesses that may be participating by showcasing, sampling, and selling their GO TEXAN certified products.  This document contains instructions for:   * Review and approval of applications * Payment of awards |
| **Program Authority** | Chapter 12 of the Texas Agriculture Code (Code) provides that TDA shall encourage the proper development of agriculture and may enter into cooperative agreements with local, state, federal and other governmental entities to carry out its duties under the Code. Furthermore, these efforts will enhance the agency’s efforts to expand local, state, intrastate and international agricultural markets that increase agricultural produce imports and stimulate value added, resale and export potentials. |
| **Responsibility & Acronyms** | The following positions may be involved in TDA’s implementation and administration of this procedure, as described herein:   * Grant Specialist (GS) * Director for Contracts and Grants (DCG) * Marketing Program Specialist (MPS) * Marketing Coordinator (MC) * Director for Marketing (DM) * Administrator for Trade and Business Development (ATBD) * Assistant General Counsel assigned to program * Deputy General Counsel * General Counsel   **NOTE**: TDA management staff may designate backup or alternate positions for any functions in this procedure. |
| **Eligibility** | Eligible applicants include, but are not limited to, cities, communities and organizations who coordinate public festivals and events. All activities, including but not limited to conferences, fairs, tradeshows, and festivals are encouraged to apply. By partnering with these events through grants, TDA aims to increase awareness for both the GO TEXAN Program and the individual GO TEXAN businesses that may be participating by showcasing, sampling, and selling their GO TEXAN certified products. Events can use these funds to assist with advertising costs, create additional collateral and increase attendance.   1. Event must be conducted during the applicable timeframe provided in the application. 2. Limit of one application for funding per event. 3. The event must be a current GO TEXAN Associate – to join as a GO TEXAN partner apply online at <https://licensing.texasagriculture.gov/>. 4. Applicants must complete the application, sign the certification, and include additional applicable documents (listed below) to be eligible. Applications will not be considered until complete. 5. Applications must be submitted by the published deadline. 6. The event must incorporate a benefit or opportunity for participation by GO TEXAN businesses and/or highly promote the GO TEXAN Program. 7. GO TEXAN must be mentioned in event literature, marketing materials, advertisements, and/or social media, in compliance with the GO TEXAN mark specifications document (to be provided by TDA at time of award).   Allowable Costs   * 1. Advertising (print, radio, social media)   2. Event signage – design and printing   3. Printing costs – flyers, outreach materials, educational literature   4. Equipment rental, including tables, chairs, tents, audio equipment, etc.   Unallowable Costs   1. Food & beverage, including alcohol; 2. Entertainment; 3. Event personnel 4. Contributions, charitable or political; 5. Indirect Costs (including routine maintenance) 6. Equipment – Tangible property costing over $5,000 per unit and having a useful life over one year; 7. Travel – NO transportation, lodging, meals; and 8. Expenses that are not adequately documented or that do not meet the intent of the grant program. |
| **Overview of Procedures** | **Planning/Pre- Application**   1. MPS, MC, DM, DCG drafts the RFA and application outlining details, time frames and submission dates of the Grant Program. 2. DM review and routes in IQ for approval to post:  * Administrator for Trade and Business Development (ATBD) * Assistant General Counsel assigned to program * Deputy General Counsel * General Counsel  1. Once IQ is approved, DM will accept any changes, and post to TDA website. 2. MPS/DM- will draft an email to notify stakeholders, in the agency email marketing service, of the funding opportunity.   **Application Approval Process**  The MPS completes the following steps:   1. Receives an application via mail or email. 2. Logs the application into the tracking document. 3. Sends a receipt of application with application ID via email to the applicant. 4. Saves or scans a copy of the application in the S drive with the following naming format: “GTE-21-### Applicant’s name”, where “21” identifies the fiscal year of the application is received, which will be updated annually to coincide with the current fiscal year. 5. Reviews the application packet with approved checklist/scoring sheet to ensure all items are completed and include the following:    1. Application    2. Completed application for a Texas Identification Number (TINS), along with an IRS form W-9 and a direct deposit form. TDA strongly encourages the use of direct deposit to reduce the costs of issuing checks. TDA also request direct deposit annually in the event the Texas Comptroller of Public Accounts clears out the deposit instructions in routine maintenance. Program staff does not keep this information on file once information is set up in USAS. 6. TDA reserves the right to deny applications if the applicant is unable to provide required documentation within the deadline provided by TDA when requesting the information. 7. Reviews to ensure they qualify. 8. Once the MPS determines the application and all required supporting documentation is complete, the application is forwarded to the DM with AGT-352 for final approval. 9. The DM ensures completeness, eligibility and verifies the proposed award amount. 10. The DCG reviews the TINS, W-9, and direct deposit form and sends them to Financial Services to enter into the Texas Comptroller of Public Accounts’ system. 11. The DM forwards all materials to the ATBD after the DM review is complete. 12. The ATBD conducts final review of application materials, eligibility requirements, and approves (or denies) the Event Grant award. 13. The ATBD fully executes the attached agreement, by delegation of authority for awards $25,000 or less. 14. ATBD return application/agreement to MPS/MC. 15. MPS/MC indicate to TBD Administrative Assistant the Agreement is ready to be entered into CAPPS and provides all necessary accounting information for accurate data entry. 16. Administrative Assistant enters information in CAPPS as a direct PO. 17. For applicants not selected for funding – MPS will provide written notification to unfunded applicants, including any deficiencies. ie, incomplete or not enough funding.   **Post Award**   1. MPSwill interact and communicate with the Grantee until all budget components of the project are complete, the project is closed due to ending of the grant term, or the project is terminated in accordance with grant terms and conditions. 2. MPS will provide a fully executed copy of the agreement to grantee for records, along with a payment request form, event evaluation form, and all other required documents. 3. MPS will add dates of events to calendar and set reminders for a 30 day notification to receive all final payment paperwork.   **Payment of Awards**   1. The MPS will review payment request for applicable and allowable costs. Any questions or concerns will be addressed to either or both DM and DCG for additional review. 2. Upon approval of the payment request MPS will forward to designated GS for payment entry in CAPPS. 3. The GS creates voucher for payment in CAPPS and notifies MPS when it is completed. 4. MPS will send a close out letter.   Recipient Event will not be eligible for another award for at least 2 years, depending on program demand. |